



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Effective Time Management							
Course Code		İTN220		Couese Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (<i>Hours</i>)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		Students need to understand all dimensions of time management, learn the concept of time and time management. Learn how to use the matrix of time, can sort the benefits of time management. Can determine weak and strong parts of time management							
Course Content		Basic terms of time managemet, paradigm and our habits, helpful techniques of time management, matrix of the use of time and communication and personal development							
Work Placement		N							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Discussion, Individual Study					
Name of Lecturer(s)		Ins. Merve Tuba ERDEN							

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	Notes of lecturer
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Week	Weekly Detailed Course Contents	
1	Theoretical	Term of time
2	Theoretical	Time Management
3	Theoretical	Time management in history
4	Theoretical	Time consuming aspects
5	Theoretical	Delegation of authority, being able to say No
6	Theoretical	Paradigm and habits
7	Theoretical	Helpful techniques for time management
8	Theoretical	Mid Term
9	Theoretical	Classical time management techniques
10	Theoretical	First, second and third period
11	Theoretical	Matrix of time using
12	Theoretical	Communication and personal development
13	Theoretical	Case studies about all topics
14	Theoretical	Case studies about all topics

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Midterm Examination	1	9	1	10
Final Examination	1	11	1	12
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Being able to explain the term of time and time management.
2	Can explain the term of time and its importance.
3	Can explain the matrix of time using.
4	Can sort the benefits of time management.



5	Can explain what consumes time.
6	Can sort what consumes time
7	Can explain the matrix of the use of time.
8	Can explain the suggestions of what provides personal development.
9	Determines the strong and weak aspects.
10	Explains the goals.
11	Names harmful habits, explains solution suggestions.

Programme Outcomes (Foreign Trade)

1	Economics, business law, labor and social security law, business, accounting, and describe the basic concepts of international trade
2	Of delivery and payment to foreign trade, foreign trade transactions and edit documents used
3	Mathematical operations to commercial
4	Grasp of the Turkish bank-exchange regulations, to prepare documents that are used in these processes, business correspondence, make
5	Turkey customs legislation to the foundation, to prepare the documents and customs procedures to follow
6	Turkey export import regulations, the basic concepts of logistics, know the rules of international transport and prepare the documents necessary, carry out e-commerce transactions
7	Foreign trade operations in computer and be able to use a foreign language, foreign trade transactions
8	Grasp and analyze methods of financing foreign trade, foreign trade transactions in free zones to
9	To international marketing strategies, recognizing the risks of international trade, international monetary and capital markets to analyze the relationships
10	Understand the importance of quality and standardization in foreign trade, foreign trade transactions and tax practices to insure
11	Account for foreign trade and foreign exchange transactions
12	Turkey's economy and economic crisis of the world economy and to understand the developments in the EU - Turkey relations to follow, to recognize the international economic and financial organizations
13	Win the adequacy of research, professional ethics, to grasp, to know the methods of commercial correspondence
14	Atatürk's principles and reforms
15	Accordance with the rules To know writing and speaking of the Turkish language, to know the types literary texts, and spoken expression

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5	L6	L7	L8	L9	L10	L11
P7	2	2	2	2	2	2	2	2	2	2	2

